



SUPERIOR COURT OF CALIFORNIA, COUNTY OF MENDOCINO

Recruitment to fill the position of: Account Specialist II (Confidential)

Hourly Salary:	\$17.74 - \$21.57
Position Location:	Ukiah
Closing Date:	Wednesday, November 23, 2016 at 5pm

JOB DEFINITION

Under the direction of the Chief Administrative Manager, the Account Specialist II (Confidential) gathers, compiles and evaluates financial, statistical, payroll and operational data for Court use and for reports and/or surveys to County, State and Federal agencies. This position is designated Confidential and FLSA non-exempt. This is an "at will" position and, as such, serves at the pleasure of the Court Executive Office.

ESSENTIAL JOB FUNCTIONS include but are not necessarily limited to the following:

- Assist the public or staff in person or by phone; answering inquiries related to department accounts and services. Answer inquiries related to the status of accounts.
- Explain regulations and procedures. Explain the proper use of forms and documents.
- Lead and participate in the gathering, compiling and evaluation of financial, statistical, payroll and operational data for use in the negotiating process and/or surveys to County, State, and Federal agencies.
- Audit financial accounts and validate expenditure claims. Track and monitor compliance with budgets, contracts, and grants.
- Research and resolve complex accounting problems, such as discrepancies in account balances. Research and correct errors.
- Use a computer to input and retrieve data and prepare reports.
- Prepare or maintain routine statistical, fiscal, payroll or personnel information.

- Contact other agencies or members of the public to discuss financial records and transactions.
- Process and audit accounts payable; code accounts distributing ledger charges according to the functions of the various programs, check for accuracy of data and adherence to Court policies and procedures; post data to records; check and balance totals.
- Inventory and order supplies.
- Maintain record of contracts, process and review contracts and transactions affiliated with contracts.
- Balance daily collections, reconcile with general ledger and deposit funds.
- Post cash receipts to subsidiary ledger; code accounts distributing ledger charges according to the function of various programs, check and balance.
- Prepare various financial records or other correspondence.
- Prepare complex reports (including annual reports) as requested utilizing a variety of software; receive, sort, and summarize material for the preparation of reports; prepare work reports; relay and interpret administrative decisions, policies and instructions.
- Enter and retrieve information from data bases using a variety of software including spreadsheet programs.
- May serve as a backup for other positions within the department. Perform other related duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic principles and practices of accounting.
- Policies and procedures, codes, ordinances and departmental operating standards in assigned department.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- Record keeping, report preparation, filing methods and records management techniques.
- Customer service techniques.
- Correct English usage, including spelling, grammar, punctuation and vocabulary.
- Modern office practices, procedures and equipment, which includes proficiency with computers and Microsoft Office software including Word, Outlook and Excel.
- Computer applications and hardware related to performance of the essential functions of the job.

Skill and abilities:

- Demonstrate a high degree of professionalism and maintain confidentiality.
- Strong oral and written communication skills.
- Research, compile and summarize a variety of informational and statistical data and materials.
- Use independent judgment within established guidelines.
- Comprehend and follow written and oral instructions.

- Analyze and resolve office administrative situations and problems.
- Accurately perform duties with attention to detail.
- Maintain status report of assigned workload.
- Prioritize tasks and multi-task as needed to meet deadlines.
- Act under time pressure and meet critical deadlines.
- Prepare clear, concise and accurate records and reports.
- Organize information and maintain confidential files.
- Establish and maintain effective working relationships with staff, the public and other agencies.
- Ability to demonstrate tact and diplomacy with people of diverse backgrounds and temperaments.

QUALIFICATION REQUIREMENTS

Education and Experience:

- High School diploma or equivalent, and
- Three (3) years of experience working with accounting functions or processes, or a combination of education, training and relevant experience which provide the required knowledge, skills and abilities to perform the essential functions of the job.

Licenses and Certifications

- Possession of a California Driver's License or the ability to travel from one court location to another as assigned.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use dexterity and coordination utilizing hands to finger, handle or feel objects, use a computer keyboard, view a computer monitor, handle files, single pieces of paper, stacks of papers and reference and other materials; reach with hands and arms; and stoop and kneel. Hearing and speaking are needed to listen effectively and to talk with individuals in person and by phone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee is frequently required to sit, stand, and move from place to place within the office. The employee is occasionally required to lift and/or move objects weighing up to 25 pounds and reach for items above and below desk level. Lifting of objects weighing in excess of 25 pounds will require team lifting. The noise and traffic level in the work environment are similar to a busy business office.

Normal business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday. Overtime may occur occasionally.

BENEFITS: The Court benefit package includes:

- Retirement benefits available under the 1937 Retirement Act;
- Health, vision and dental insurance plans;
- \$40,000 Court paid life insurance;
- Vacation is based on time in service and starts at 10 vacation days per year;
- 13 paid holidays per year;
- Sick leave of 15 days per year, earned at 4.62 hours per pay period;
- Annual allocation of 56 hours of Personal Leave;
- Deferred compensation plans are available.

HOW TO APPLY:

Interested persons should submit the following:

- A completed and signed Court application;
- A typing certificate (not less than six months old)
- A resume is helpful but not required.

The Court application may be obtained by visiting the Court or is available from the Court website, www.mendocino.courts.ca.gov. You will be able to type information into the on-line application. Mail or deliver application materials to:

**Superior Court of California, County of Mendocino
Human Resources Department
100 North State Street, Suite 303
Ukiah CA 95482**

SELECTION PROCESS:

Application materials must be received by the Court by the closing date of Wednesday, November 23, 2016 at 5pm. This is a competitive recruitment. All application materials will be reviewed. The candidates with backgrounds and experience that best fit the needs of the Court will be submitted to the interview panel for consideration. Applicants may be required to participate in one or more examinations or interview panels during the decision making process.

Please note that Court employment is contingent upon successful completion of a background check, a drug screen test and the provision of appropriate identifying documents to certify eligibility to work in the United States. Please be advised that finalists must be fingerprinted for criminal record check purposes and that continued employment is contingent upon information received in the report.

**The Superior Court of California County of Mendocino is an Equal Opportunity Employer.
Thank you for your interest.**